

FILED: *Records*
RETURN TO

VITAL MATERIALS REPORT FOR WEEK ENDING - 6 AUGUST 1954
RECORDS MANAGEMENT DIVISION

| 1. <u>TYPES OF MATERIAL</u> | <u>DEPOSITS</u> | <u>WITHDRAWALS</u> | <u>BALANCE</u> |
|-------------------------------|-----------------|--------------------|----------------|
| A. (Measured in cubic feet) | | | |
| Documents | 1.9 | 0 | 174.8 |
| Maps | 0 | 0 | 43.4 |
| Negatives | 0 | 0 | 125.2 |
| Cards (other than IBM) | 0 | 0 | 4.2 |
| | | | <u>347.6</u> |
| B. (Measured by actual count) | | | |
| Cards (IBM) | 22,305 | 8,400 | 3,876,508 |
| Film (Reels) 35mm | 268 | 0 | 5,528 |
| Film (Reels) 16mm | 476 | 6 | 2,101 |

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

| <u>OFFICE</u> | <u>CABINETS</u> |
|---------------|-----------------|
| Commo. | 1 |
| OCD | 1 |
| OCI | 1 |
| ORR | 1 |
| ** CSI | 2 |
| * DD/P | <u>31</u> |
| Total | 37 |

3. ACTIVITY OF OFFICE PROGRAMS

| | |
|--|----|
| A. Total Offices | 21 |
| 1. Number of Offices Depositing | 20 |
| 2. Number of Offices Not Depositing | 1 |
| (Audit Office-Letter of Exception 5 Feb.52) | |
| B. Number of Offices With Established Schedule | 10 |
| C. Number of Offices in Which Schedules are to be Established. | 10 |
| D. Offices Depositing This Week | 10 |
| E. Offices Delinquent in Depositing | 2 |
| (No deposit in last 30 days) | |
| Directors Office - No deposit since 18 June 54 | |
| DD/I - No deposit since establishment of schedule on 11 May 54 | |

* Material not accessible to Repository personnel.

** One of two cabinets not accessible to Repository personnel.

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